



# DEPARTMENT OF PUBLIC SOCIAL SERVICES

## WELFARE FRAUD PREVENTION & INVESTIGATIONS SECTION

Number:

04-04

Date:

05-10-2004

### Administrative Memorandum

**SUBJECT:** JUSTICE DATA INTERFACE CONTROLLER (JDIC) USER LOG- WFP&I 459,  
REVISED 05/10/2004

**REFERENCE:** None

**CANCELS:** **FILE IN:** WFP&I Handbook, Section 10-113

**SPECIAL ATTENTION:** ☒ SWFI ☒ WFI

### PURPOSE

This memorandum releases the revised WFP&I 459, JDIC User Log. Information such as criminal history, DMV records, arrest and/or warrant information may be obtained from the Justice Data Interface Controller (JDIC).

### POLICY

The Los Angeles County Sheriff's Department manages the JDIC system. JDIC is an investigative tool and is to be used only when deemed necessary as part of an investigation of welfare fraud. The user is to complete the required information on the JDIC User Log each time the JDIC system is accessed.

### PROCEDURES

The JDIC user must document the date, time, suspect's name, source accessed, case number, requestor's name and file number and the operator's initials on the WFP&I 459, JDIC User Log. This information is required for each JDIC inquiry and must match the usage record maintained by the Sheriff's Department.

Please direct questions regarding this memorandum to your immediate supervisor.

  
Luther Evans, Director  
Welfare Fraud Prevention & Investigations Section

LE:MH:mh

Attachment

c: Deputy Directors  
Chief Clerk

# JDIC USER LOG

MONTH/YEAR

DATE	TIME	SUSPECT	SOURCE ACCESSED	CASE NUMBER	REQUESTOR'S NAME AND FILE NUMBER	OPERATORS INITIALS